



CITY OF CHINO

Equipment Mechanic Aide

Definition:

Under direct supervision, performs a variety of clerical and fundamental tasks to assist the everyday duties of the Equipment Mechanic.

Class Characteristics:

Equipment Mechanic Aides general and unskilled maintenance work in the Fleet Division and all work performed is reviewed during and upon completion. This position should not be considered the entry level into the Equipment Mechanic series.

Essential Functions:

- Complete, file, and maintain records for parts, equipment, and repair orders.
- Steam clean, wash, and wax vehicles when needed.
- Clean vehicle interiors.
- Transport vehicles and equipment to car wash and to various vendors.
- Sweep floors and clean shop equipment.
- Hazmat area maintenance and organization (used oil, batteries, etc.).
- Answer telephones and convey messages.
- Drive vehicles as required.
- Deliver and pick-up items.
- Assist Equipment Mechanics with mechanical repairs as required.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

Knowledge of:

- Operation of office equipment.
- General record keeping methods.
- Common vehicle operations.

Ability to:

- Perform heavy manual labor.
- Understand and follow oral and written directions.
- Keep accurate records.

Equipment Mechanic Aide

- Communicate effectively, both orally and in writing.
- Work safely and efficiently.

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Any experience that provides the required skills and abilities to perform the essential job duties.

Licenses/Certifications:

- Not required for this position.

Training/Safety Requirements:

- Job specific training will be provided according to class specification during work hours.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Work a part-time flexible schedule, 6:00 a.m. – 6:00 p.m., Monday through Friday and weekends as needed (hours/days will be adjusted to meet the needs of the department).
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile

Category II – Moderate Physical Effort: Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

Characteristics: Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision, and restraint of juveniles, etc.

Physical Requirements

- Moderate Lifting: Lifting 50 lbs maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 25 lbs.
- Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)

Equipment Mechanic Aide

- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperatures: Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.
- Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents.
- Fumes: Potential inhalation or contact with smoke, vapors, dust or gases.
- Power Equipment: Operates power tools or other machinery that are potentially hazardous.
- Work Environment - Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment - Moving Objects: Ability to work around moving objects, machinery, or vehicles.
- Work Environment - Surfaces: Ability to walk on slippery or uneven surfaces.

Details:

Department/Division: Public Works/Services
Reports To: Equipment Mechanic Supervisor

Possible Career Advancement Opportunities:

From: Equipment Mechanic Aide
To: Equipment Mechanic

Employee Unit:

Part-time/Temporary/Seasonal

Revised: 03/08/2021
Replacing Equipment Mechanic Aide classification specification dated 10/31/06.